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UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREIGN AGRICULTURAL SERVICE  
WASHINGTON 25, D. C.

FAS FIELD INSTRUCTION NO. 11  
July 13, 1956

Reserve  
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SUBJECT: Delegation of Authority to Administratively Approve Vouchers.

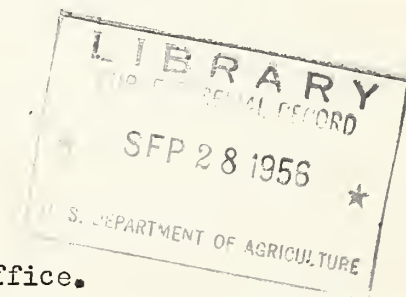
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Inquiries have been received regarding the delegation of authority to administratively approve various documents during periods when the Agricultural Attache is absent from his post.

Accounting Instructions to Agricultural Attaches and Accounting Procedures for Operations of the Agricultural Attache Program, both dated July 1, 1955, show generally the class of documents that should be approved by the Agricultural Attache, or his designee. When such designation is necessary, a member of the Attache's staff could be assigned such duties. Such designation should be made in writing to the appropriate Administrative Officer and Authorized Certifying Officer at the Post, with a copy to the Budget and Finance Division, FAS/Washington. Any delegation of authority should be held to a grade level consistent with good administration, keeping in mind the responsibility attached to the administrative approval of such documents.

In those instances where the Agricultural Attache may be the only U. S. FAS employee at the post, this delegation of authority may be given to an officer of the Embassy staff who will accept this responsibility during the Attache's absence from the post.

In cases where it is necessary to delegate authority to approve documents covering expenditures of foreign currencies under an allotment made to the Agricultural Attache such delegation should be to an Assistant Agricultural Attache. At a post where there is no Assistant Agricultural Attache the delegation may be made to the Administrative Officer or other responsible officer of the Embassy staff who would be in a position to assume the additional duties during the Agricultural Attache's absence from the post.



Distribution: All Agricultural Attaches in office.

(Copy to be sent to Administrative Officer at each foreign post).

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